

**CIA INTERNAL USE ONLY**

28 MAY 1954

MEMORANDUM FOR: Chief, Plans, Research and Development Staff

SUBJECT: OP "Hold" on Certain Individuals

1. We need an immediate instruction to the Divisions and Staffs of the Office of Personnel which will provide for placing a "HOLD" on certain individuals. Such action needs to be taken when a person is under Agency charges of one sort or another, is mentally ill, in the hands of civil authorities, or is in any situation where the taking of an official action by the Agency should receive the closest scrutiny. A 3"x5" card should be devised and printed substantially as follows:

Name \_\_\_\_\_

**HOLD**

Do NOT process any official  
action on this individual  
without prior clearance of  
Chief, PRD.


**HOLD**

Date \_\_\_\_\_ By \_\_\_\_\_

STATINTL

2. We should provide that the Chief, ESD, be immediately notified of any particular case and the circumstances of it. The Chief, ~~ESD~~<sup>PRD</sup>, or one of his people, should insert the card in the PI and let it remain until the matter is resolved.

STATINTL

  
George E. Meloon  
Deputy Assistant Director  
for Personnel

**CIA INTERNAL USE ONLY**

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b>					
TO		INITIALS	DATE		
1	ExO/P	<i>[Signature]</i>	2 JUN 1954		
2	<i>DAD/P</i>	<i>[Signature]</i>	<i>[Signature]</i>		
3	<i>PRDS</i>	<i>[Signature]</i>	15 Jun		
4	<i>Rae</i>				
5					
FROM		INITIALS	DATE		
1	C/PRDS	<i>[Signature]</i>	2 June		
2					
3					
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> APPROVAL  <input type="checkbox"/> ACTION  <input type="checkbox"/> COMMENT  <input type="checkbox"/> CONCURRENCE                 </div> <div> <input type="checkbox"/> INFORMATION  <input type="checkbox"/> DIRECT REPLY  <input type="checkbox"/> PREPARATION OF REPLY  <input type="checkbox"/> RECOMMENDATION                 </div> <div> <input type="checkbox"/> SIGNATURE  <input type="checkbox"/> RETURN  <input type="checkbox"/> DISPATCH  <input checked="" type="checkbox"/> FILE                 </div> </div> <p><i>History file</i></p> <p><b>Remarks:</b></p> <p>Prepared per DAD/P memo dated 28 May 54. Card form has gone forward to Reproduction. Coordinated with DC/ESD. We understand C/PRD already knows of this.</p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">             OPM 31-54           </div> </div>					

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	DC/PRDS	<i>[Signature]</i>	2 June
2	C/PRDS	<i>[Signature]</i>	2 June
3	A-C/Plans		
4			
5			
FROM		INITIALS	DATE
1	A-C/Plans	<i>[Signature]</i>	1 June 77
2			
3			

☐ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

Remarks:

[REDACTED] was on leave and I thought it better not to delay this for him to read since he knows it's coming anyway.

*OPM 20-655-*  
*deak/hd*  
*2 Jun*  
*[Signature]*

25X1A

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	D/Chief, PRDS	<i>JS</i>	28 May
2	<i>C/Plans</i>		
3			
4			
5			
FROM		INITIALS	DATE
1	DAD/P	<i>JS</i>	
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: